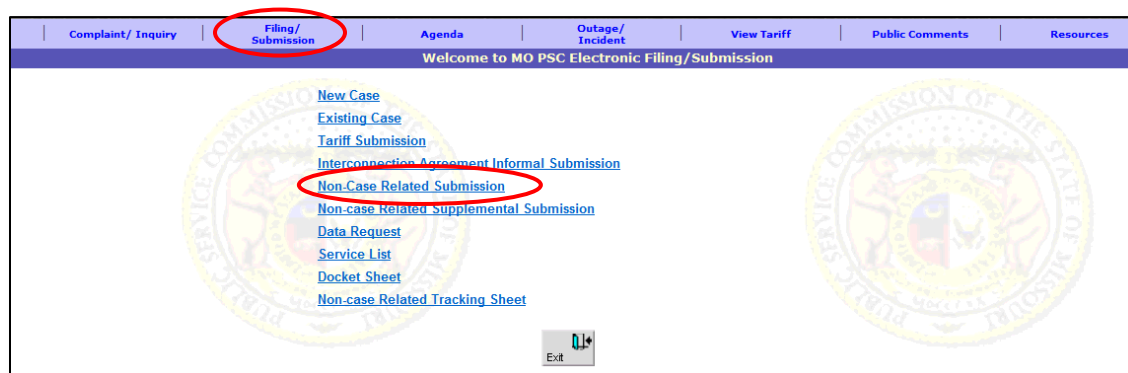# Missouri Public Service Commission
EFIS – *Submit Non-Case Related 'Notice of Communication'*

To file a non-case related 'Notice of Communication' submission:

1. Log on to EFIS.
2. From the Welcome screen, click the '**Filing/Submission**' menu option
3. Select the '**Non-Case Related Submission**' link to continue to the '**Non-Case Related Submission**' screen.

On the 'Non-Case Related Submission' screen, complete the following steps:

4. Beside '**Type of Utility**' select the applicable utility type from the drop-down list.
5. Beside '**Company**', select the applicable company name from the drop-down list.
   - *The list provided will contain only those companies for which you are designated as a contact. If you do not see the company in the list, contact the company, and ask them to add you as a contact or notify the Data Center.*
   - *To select more than one company, press and hold the '**Ctrl**' button on your keyboard and select the next company from the drop-down list.*

6. Beside '**Type of Submission**', select 'Notice of Communication 4 CSR 240-4' from the drop-down list.
7. Beside '**Applicable Case No.**', leave this field blank as this is a non-case related filing.
8. Beside '**Date Filed**', do not change the date as it defaults to the current date.
9. Beside '**Comment**', input a brief description of the submission.
10. Select the '**Continue**' button to continue to the '**Filing/Submission – Attachment(s)**' screen.

On the 'Filing/Submission – Attachment(s)' screen, complete the following steps:

11. Click the '**Browse**' button to select the document(s) for attaching.

    Note: File names and file paths cannot use any special characters (%'&^*#@) except an underscore or hyphen.

12. Under '**Select Document Security from the following:**', select the applicable radio button for the document's security level**.**

    Note: It is the filer's responsibility to denote the correct security level on every document.

13. Click the '**Attach**' button to attach the document.

    Note: Multiple attachments may be made by selecting a document, its security level and then clicking the 'Attach' button.

14. Click the '**Done with Attach**' button after all the attachments have been uploaded.

15. After verifying the security levels on the attachment(s), click the '**OK**' button to continue to the '**Non-Case Related Submission**' screen.

16. Click the '**Submit**' button to submit the non-case filing.

17. Click the '**OK**' button to submit the filing or the '**Cancel**' button if changes need to be made.

A confirmation screen with the tracking number will appear.

18. Click the '**OK**' button to return to the '**Filing/Submission**' screen.

For additional assistance, please contact the Data Center at 573-751-7496 (local to Jefferson City, MO) or datacenter@psc.mo.gov.